

NELAC Program Policy and Structure Committee

June 18, 1997

The National Environmental Laboratory Accreditation Conference Program Policy and Structure Committee convened by Teleconference on Wednesday, June 18, 1997. Dr. Kenneth Jackson, Chair of the Committee, led the meeting. A list of action items is provided in Attachment A and a list of participants is given in Attachment B.

Removal of Reference Fees

Dr. Jackson opened the meeting with a discussion of removal of any reference to fees from the Constitution and Bylaws and from Chapter 1. EPA's Office of General Counsel ruled that all sections referring to fiduciary responsibilities be eliminated. A review was made of the Bylaws and Chapter 1 to delete the necessary sections.

Other Business

In Chapter 1, Figure 1.2, was modified in response to comments. Figure 1.3, Microscopy should be added to the third tier before Field Measurement and 1.9.9 will become Microscopy Measurement Requirements (To Be Developed) and 1.9.10 will become Field Measurement Requirements (To Be Developed).

A recommendation to change the language of Chapter 5.1.c and move it to Chapter 1.1.4, General Application of NELAC Standards, was made. It was changed to read, "These standards are for use by accreditation authorities and others concerned with the competence of environment laboratories. These standards are for use by environmental testing laboratories in the development and implementation of their quality systems."

Rotation of committee members/election of new chair

Dr. Jackson announced that two members (1 governmental and 1 non-governmental) are to rotate off the committee this year. Also, because of his nomination to the Chair-Elect position, he is resigning. The consensus of the Committee was to nominate Dr. Robert Stephens. They also agreed to contact the states to see if they had any nominees. Dr. Jackson is to solicit nominees. Also, members are to send any names of nominees to Dr. Jackson. Ms. Mourrain will furnish a copy of the nomination form to Dr. Jackson.

Discussion of fields of testing

A discussion ensued on the use of the term fields of testing in various chapters with different definitions. The Committee felt that Chapter 2 should change their reference to PT fields of testing and that PT fields of testing should be added to the glossary. Dr. Jackson will make this recommendation to Ms. Jirka.

The next Program Policy and Structure Committee meeting will be held on July 16, 1997.

Action Items
NELAC Program Policy and Structure Committee
June 18, 1997

| Item No. | Action | Date Completed |
|----------|--|----------------|
| 1. | Ms. Mourrain is to send a copy of the nomination form to Dr. Jackson . | |
| 2. | Dr. Jackson is to solicit possible nominees for the Committee. | |
| 3. | Members of the Committee are to send names of possible nominees to Dr. Jackson | |

List of Participants
NELCA Program Policy and Structure Committee Teleconference
June 18, 1997

| Name | Affiliation | Phone Numbers |
|-------------------------------|---|--|
| Kenneth Jackson, Chair | NY State Dept. Of Health | Tel: 518-485-5570 Fax: 518-485-5568 |
| Pauline Bouchard | MN Dept. Of Health | Tel: 612-623-5331 Fax: 612-623-5514 |
| Henry B. Bradford (Absent) | LA State Dept. Of Health and Hospitals | Tel: 504-568-2545 Fax: 504-568-5393 |
| Steve Clark (Absent) | USEPA, OW | Tel: 202-260-7575 Fax: 202-260-3762 |
| Ted Coopwood (Absent) | USEPA | Tel: 202-233-9358 Fax: 202-260-9651 |
| Marcia Davis (Absent) | Dept. Of Defense, Corps of Engineers | Tel: 402-697-2555 Fax: 402-697-2595 |
| Robert Luna | | Tel: 303-682-9543 |
| Tom McAninch | Eastman Chemical Co. | Tel: 903-237-5473 Fax: 903-237-6395 |
| Marlene Moore | Advanced Systems, Inc. | Tel: 302-834-9796 Fax: 302-995-1086 |
| Jeanne Mourrain | USEPA | Tel: 919-541-1120 Fax: 919-541-4101 |
| Jerry Parr | Quanterra Environmental Services | Tel: 303-467-6611 Fax: 303-467-9136 |
| Pat Royal (Absent) | Springborn Laboratories, Inc. | Tel: 508-295-2550 Fax: 508-295-8107 |
| Carolyn Cross (Recorder) | USEPA | Tel: 919-541-3151 Fax: 919-541-4101 |

